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Sent: 6/21/2013 3:16:49 PM
Subject:
Attachments: 32 Job Aid Election Certificate.docx; 32 Texas Election Certificate.docx

Greetings Driver License Staff!

Circumstances have come up whereby we may need to begin issuing the Election certificates as early as Monday. Because of this possibility, we are holding a WebEx refresher training at **4PM today**. This will be a review of the training that was initially given last year and in 2011. The training document is attached to this email. Please only print enough for those attending the WebEx. Further copies can be printed if the decision comes down to actually issue the Election Certificates.

Access information follows below:

Topic: ELECTION CERTIFICATE

Date: **Friday, June 21, 2013**

Time: **4:00 pm**, Central Daylight Time (Chicago, GMT-05:00)

Meeting Number: **498 516 135**

Meeting Password: (This meeting does not require a password.)

Host number: not displayed

To join the online meeting (Now from mobile devices!)

-
1. Go to <https://txdps.webex.com/txdps/j.php?ED=20940523&UID=60702583&RT=MiM3>
 2. If requested, enter your name and email address.
 3. If a password is required, enter the meeting password: (This meeting does not require a password.)
 4. Click "Join".
 5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link:

<https://txdps.webex.com/txdps/j.php?ED=20940523&UID=60702583&ORT=MiM3>

To join the teleconference only

Call-in toll-free number: 1-866-5689431 (US)

Call-in number: 1-224-4446694 (US)

Leader PIN: 9151

Conference Code: 610 339 56



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Election Certificate Issuance Procedures

Steps for Issuing an Original Election Certificate

1. Search for applicant on DLS **Search Applicant** screen. Search the records by entering the name and date of birth of the applicant. (Figure 1)
 - a. If record is found determine if applicant has a driver license or identification card which may be used as a photo identification for election purposes.
 - b. If no record is found, select the Election Certificate tab located in the blue bar in DLS.




Fig. 1

2. Search for the on the **Search Election Certificate** screen. Search the record again by entering the name and date of birth of the applicant and select the *Search Election Certificate* button located at the bottom of the screen. (Figure 2)

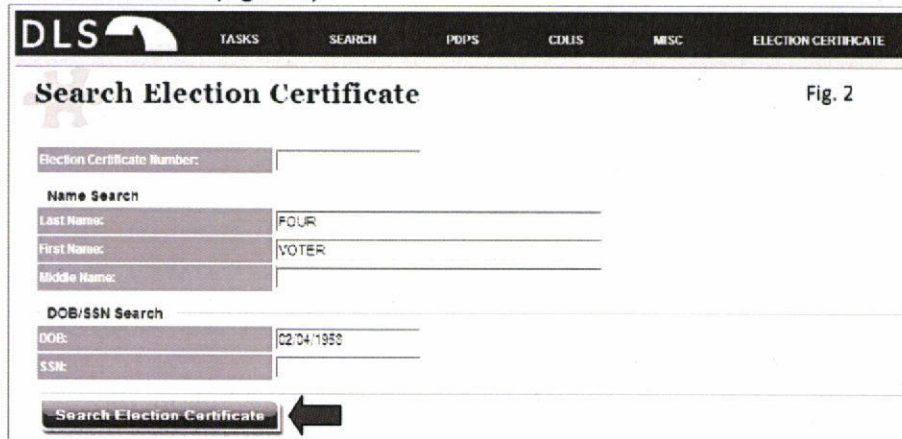


Fig. 2

- a. If a record is found it will appear on the **Election Certificate Search Results** page and indicates the person has previously been issued an election certificate. Ask for proper identification and select the *GO* button to view the record and reissue the election certificate. (Fig. 2A) (A demo on reissuance procedures is later in this document.)

Election Certificate Issuance Procedures

DLS	TASKS	SEARCH	POPS	CDLIS	MISC	ELECTION CERTIFICATE
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Election Certificate Search Results

Fig. 2a

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO VOTER	05/25/1968	555-44-3322	OTHER	M	6' 01"	AUSTIN	TRAVIS	34295548

New Election Certificate
[Issue Election Certificate](#)

- b. If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button located at the bottom of the screen to initiate the process of issuing an original election certificate. (Figure. 2b)

DLS	TASKS	SEARCH	POPS	CDLIS	MISC	ELECTION CERTIFICATE
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Election Certificate Search Results

Fig. 2b

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
No record found for the criteria provided								

New Election Certificate
[Issue Election Certificate](#)

3. Type in the required information on the **Applicant Information** screen.
- a. The fields which include a red asterisk (*) must be filled, i.e. name, dob, physical address. (Figure 3a)

DLS	TASKS	SEARCH	POPS	CDLIS	MISC	ELECTION CERTIFICATE
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Applicant Information

Fig. 3a

Name	
Last Name :	TWENTY
First Name:	VOTER
Middle Name:	
Suffix:	
No First Name:	
Personal Info	
DOB :	05/10/1948
SSN:	
Physical Address	
Address 1 :	
Address 2:	
City :	
County :	
State:	TEXAS
Zip :	
Country:	UNITED STATES

- b. Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election certificate. (Figure 3b)

Election Certificate Issuance Procedures

Mailing Address: ☐ (Same as physical)

Address 1 : _____

Address 2 : _____

City : _____

State : TEXAS

Zip : _____

COUNTRY : UNITED STATES

Physical Description Information

Sex : _____

Eye Color : _____

Hair Color : _____

Race : _____

Height : _____

Weight : _____

Other Information

US Citizen : NO

Voter Registration: YES

NO

Next

Fig. 3b

- c. If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)

Voter Registration: ☒

Voter Status : _____

Election Judge: _____

CHANGE

NEW

REPLACEMENT

Next

Fig. 3c

4. In the Digimarc program capture the applicant's signature, thumbprints and portrait. (Not shown) Complete the image capture and proceed to the next page; **Signature, Thumbprints, Photograph** refresh. Select the *Refresh* button to proceed to the **Scan Documents** screen. (Figure 4)

DLS TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

Photo, Fingerprints, and Signature

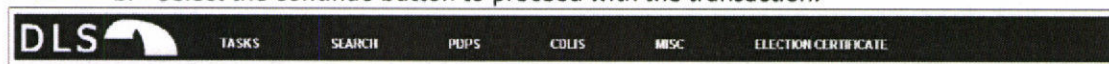
Please click 'Refresh' after completing Image Capture Process

Refresh

Fig. 4

Election Certificate Issuance Procedures

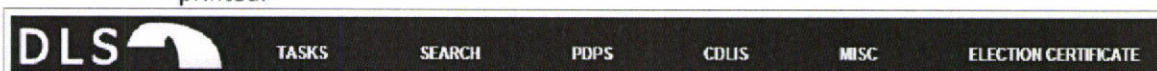
5. The **Scan Documents** screen is the only location during the process where the documents presented, i.e. election certificate application, proof of identity and U.S. citizenship documents can be scanned into the system. However, all documents must be scanned at this point. (Figure 5)
 - a. If the transaction needs to be cancelled, select the *Cancel Transaction* button.
 - b. Select the *Continue* button to proceed with the transaction.



REMEMBER: All Identification documents must be scanned at this point.




6. On the **Transaction Completed Successfully**
 - a. Select the *Print Temporary EC Card* to cue the printer to print a temporary election certificate card.
 - b. Select the *Continue* button after the temporary election certificate has been successfully printed.



Election Certificate Issuance Procedures

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEMPORARY ELECTION CERTIFICATE CARD VALID UNTIL 02-04-2018



FC NUMBER: 34295931 CARD TYPE: 00

NAME: FLORES
VOTER

**FOR ELECTION PURPOSES ONLY
(CANNOT BE USED AS IDENTIFICATION)**

MAIL ADDRESS:
1001 N. LAMAR
AUSTIN, TX 78701

DATE OF BIRTH: 06/10/1943 EXPIRATION DATE: 02/04/2018

SIGNATURE: _____

DATE: _____

- Contact your local driver license office if assistance is needed.
- Your Election Certificate will be processed and mailed within 30-40 days.
- You must keep the Temporary Election Certificate until your new card is received.
- This Election Certificate is for election purposes only.

Courtesy - Service - Protection

Page 1


7. Ask the applicant to review the information, i.e. name and mailing address and confirm the information is correct. Applicant and employee will sign the temporary election certificate. Inform the applicant the temporary election certificate can be used as photo identification for voting purposes until they receive the card in the mail.

DLS

[TASKS](#)
[SEARCH](#)
[POPS](#)
[CDUS](#)
[MSC](#)
[ELECTION CERTIFICATE](#)

Selected Applicant: TWENTY, VOTER

TWENTY, VOTER



Election Certificate Number: 34295931
Date of Birth: 06/10/1943
Sex: FEMALE
Eye Color: BLUE

top of screen

Transaction Eligibility

Election Certificate

[Release Election Certificate](#)

Basic Information

First Name:	VOTER
Middle Name:	
Last Name:	TWENTY
Suffix:	
SSN:	
DOB:	06/10/1943
Age:	63

Physical Description

Sex:	FEMALE
Eye Color:	BLUE
Hair Color:	BLONDE
Race:	WHITE
Height:	5'02"
Weight:	110

Election Certificate Card Information

Edit Election Certificate	
Renew Election Certificate	
View Transaction History	
FC Number:	34295931
Original Issue Date:	12/19/2011
Issue Date:	12/19/2011
Audit Number:	16519131120116126121
Expiration Date:	06/10/2018

Physical Address

Street 1:	5805 N LAMAR
Street 2:	
City:	AUSTIN
State:	TX
Zip Code:	76758

Other Information

Record Creation Date:	12/19/2011
US Citizen:	YES
Voter Registration:	YES

Zip Code Extension

Country:	TRAVIS
Country:	UNITED STATES

Mailing Address

Street 1:	5805 N LAMAR
Street 2:	
City:	AUSTIN
State:	TEXAS
Zip Code:	76758
Zip Code Extension:	
Country:	UNITED STATES

bottom of screen

Election Certificate Issuance Procedures

Steps to Re-Issue an Election Certificate


Follow the steps 1 and 2 listed above to search for the applicant. If the applicant has an election certificate on record and wants to replace a lost card select Go and proceed to the applicant's election certificate record screen

To re-issue a lost election certificate


1. In the *Transaction Eligibility* box select the Re-Issue Election Certificate and follow the steps outlined above to issue the election certificate.

To remake a card

1. Follow steps 1 and 2 to search for the applicant.
2. When the applicant's record is found on the Election Certificate select the link; View Transaction History.

DLS		TASKS	SEARCH	POP'S	COLLS	MISC	ELECTION CERTIFICATE
Selected Applicant: FOUR, VOTER							
 <div style="display: none;"> FOUR, VOTER Election Certificate Number: 3425504 Date of Birth: 02-04-1978 Sex: MALE Eye Color: BROWN </div>		Transaction Eligibility Election Certificate Re-Issue Election Certificate					
Basic Information				Election Certificate Card Information			
First Name:	VOTER	EC Number:	3425504				
Middle Name:		EC Number:	3425504				
Last Name:	FOUR	Expiration Date:	02-04-2018				
Suffix:		Issue Date:	12-07-2011				
DOB:	02-04-1978	Original Issue Date:	12-07-2011				
Age:	34	Applicant Number:	202181120007008420				
Physical Description				Physical Address			
Sex:	MALE	Street 1:	1001 N. LAMAR				
Eye Color:	BROWN	Street 2:					
Hair Color:	BROWN	City:	AUSTIN				
Race:	OT-ER	State:	TX				
Height:	5'10"	Zip Code:	78762				
Weight:	150	Zip Code Extension:					
Other Information				Mailing Address			
Record Creation Date:	12-07-2011	Street 1:	1001 N. LAMAR				
US Citizen:	YES	Street 2:					
Voter Registration:	YES	City:	AUSTIN				
		State:	TX				
		Zip Code:	78762				
		Zip Code Extension:					
		Country:	UNITED STATES				

Election Certificate Issuance Procedures

DLS 		TASKS	SEARCH	POPS	CDLIS	MISC	ELECTION CERTIFICATE
Selected Applicant: FOUR, VOTER							
Edit Applicant Information							
Card Information							
Election Certificate Number:		34295604					
Election Certificate Expiration Date:		02/04/2018					
Name							
Last Name :		FOUR					
First Name:		VOTER					
Middle Name:							
Suffix:		<input type="text"/>					
No First Name:		<input type="checkbox"/>					
Personal Info							
DOB :		02/04/1958					
SSN:		<input type="text"/>					
Physical Address							
Address 1 :		5808 N LAMAR					
Address 2:		<input type="text"/>					
City :		AUSTIN					
County :		TRAVIS <input type="text"/>					
State:		TEXAS					
Zip :		78752 - <input type="text"/>					
Country:		UNITED STATES					

Election Certificate Issuance Procedures

Mailing Address: ☐ (Same as physical)

Address 1:

Address 2:

City:

State:

Zip: -

COUNTRY:

Physical Description Information

Sex:

Eye Color:

Hair Color:

Race:

Height:

Weight:

Other Information


US Citizen:

Voter Registration: ☒

Voter Status:

Election Judge: ☐

Continue

DLS  **TASKS** **SEARCH** **PDPS** **CDLIS** **MISC** **ELECTION CERTIFICATE**


Selected Applicant: FOUR, VOTER

Edit Card Request Confirmation

Please click the 'Confirm' button to process the Edit

Confirm **Back**

Election Certificate Issuance Procedures

DLS


TASKS
SEARCH
PDPS
CDLIS
MISC
ELECTION CERTIFICATE

Selected Applicant: FOUR, VOTER

Remake Card

Reasons*

CARD QA FAILED - VENDOR CREDIT


CLERICAL ERROR

CUSTOMER NEVER RECEIVED CARD


SUPERVISOR APPROVAL

SYSTEM PROCESSING ERROR

ice. Protection.


Department of
Public Safety

280450

DLS


TASKS
SEARCH
PDPS
CDLIS
MISC
ELECTION CERTIFICATE


Selected Applicant: FOUR, VOTER

Remake Card

Reasons*

CUSTOMER NEVER RECEIVED CARD

Continue

DLS


TASKS
SEARCH
PDPS
CDLIS
MISC
ELECTION CERTIFICATE

Selected Applicant: FOUR, VOTER

Remake Card Request Confirmation

Remake EC information has been submitted successfully

Continue

Election Certificate Issuance Procedures

[TASKS](#)
[SEARCH](#)
[PDPS](#)
[CDIS](#)
[MISC](#)
[ELECTION CERTIFICATE](#)

Selected Applicant: FOUR, VOTER

Transaction History

Transaction Type	Transaction Status	E.C. Number	Application Date	Issue Date	Expiration Date	Location	User ID	Details
Renew Election Certificate	License Production Pending	34295634	12/07/2011 15:26:26	12/07/2011	02/04/2013	HEADQUARTERS	TRJ0001	Production Details Transaction Receipt
Issue Election Certificate	License Production Pending	34295634	12/07/2011 15:06:29	12/07/2011	02/04/2013	HEADQUARTERS	TRJ0001	Production Details Transaction Receipt

TEXAS DEPARTMENT OF PUBLIC SAFETY/DRIVER LICENSE DIVISION

#32 Texas Election Certificate

Pending Judicial Review

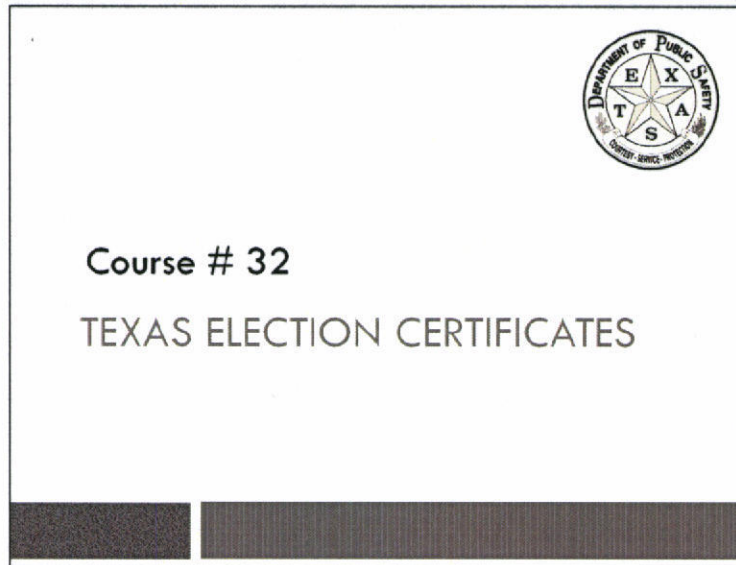
DPS/DLD/PBI

7/12/2012

Disclaimer: This training material was developed by Policy and Business Improvement (PBI). The laws, rules, and policies referenced in this material are current as of the date of this publication; however, recent changes in State law and internal DPS policies may not be accurately reflected as that information was not available at the time of printing. As a result of these unforeseen changes, always refer to the "Driver License Manual" posted on the intranet under the Driver License section for the most current information. This policy is pending judicial review.

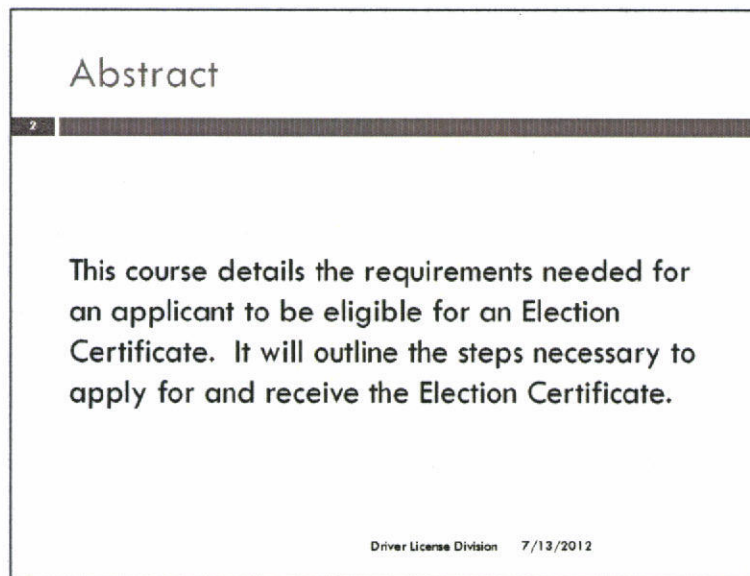


Slide 1



Course #32 Texas Election Certificate

Slide 2



Abstract


This course details the requirements needed for an applicant to be eligible for an Election Certificate. It will outline the steps necessary to apply for and receive the Election Certificate.

Slide 3

PENDING LEGISLATION

3

The module is for training purposes only at this time pending the outcome of the court!!



Driver License Division 7/13/2012

The Texas Voter ID law is currently under judicial review and we cannot issue Election Certificates until the court decision is rendered. No Election Certificates shall be issued until you receive official notification.

Slide 4

Course Objectives

4

- ☐ Introduce the requirements for the Texas Election Certificate.
- ☐ List the steps to apply for the Election Certificate.

Driver License Division 7/13/2012


Course Objectives

- Introduce the requirements for the Texas Election Certificate.
- List the steps to apply for the Election Certificate.

Slide 5

Texas Election Certificate (EC)

☐ The Department of Public Safety is prepared to issue Texas Election Certificates to persons who are obtaining one for the purpose of voting and **do not** have another form of photo identification acceptable for election purposes.



Driver License Division 7/13/2012

Texas Election Certificate Overview

- The Department of Public Safety is prepared to issue Texas Election Certificates to persons who are obtaining one for the purpose of voting and do not have another form of photo identification acceptable for election purposes.

Slide 6

Texas Election Certificate (EC)

☐ The Texas Election Certificate is to be used for election purposes only and cannot be used as an identification card.

☐ The Texas Election Certificate will be issued at no charge to applicants who meet the eligibility requirements.

Driver License Division 7/13/2012

- The Texas Election Certificate is to be used for election purposes only and **cannot be used as an identification card.**
- The Texas Election Certificate will be issued at no charge to applicants who meet the eligibility requirements.

Slide 7

Persons Not Eligible

- ❑ Persons who have been issued any of the following documents which may be used for election purposes:
 - ❑ Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
 - ❑ Texas identification card – unexpired or expired less than 60 days;

Driver License Division 7/13/2012

Persons Not Eligible

- Persons who have been issued any of the following documents which may be used for election purposes:
 - Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
 - Texas identification card – unexpired or expired less than 60 days;

Slide 8

Persons Not Eligible

- ❑ Texas concealed handgun license – unexpired or expired less than 60 days;
- ❑ United States military identification card containing the person's photograph;
- ❑ United States passport – unexpired or expired less than 60 days;

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